



## STAFF REPORT

**Title:** Chief Administrative Officer's Monthly Report - April 2020

**Meeting Date:** May 12, 2020

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### **Executive Summary:**

This report is intended to provide an update to Council on the activities and projects being conducted by Administration.

### **General Discussion**

The City continues to await for the Minister's feedback as it relates to the next steps for I.D. 349.

Council held a strategic priorities session to discuss the strategy for the City of Cold Lake for the remainder of 2020 and beyond, and other community priorities on March 12, 2020. Subsequently, Council passed the budget on March 24, 2020.

The recent COVID-19 pandemic is the primary focus of Administration. Council has been receiving ongoing updates from the CAO (almost daily). Administration also hosted a Council Question and Answer Session on April 22, 2020.

In an effort to provide a summary on a public document, I have included the following quick notes:

- The City of Cold Lake is and continues to operate its' EOC in virtual mode. Meetings are occurring daily inclusive of the Cold Lake COVID-19 Taskforce. At this time, the City of Cold Lake has not called a "Local State of Emergency"; however, stands ready if it needs to access extraordinary powers on the Municipal Government Act.
- The City of Cold Lake has impacted the employment of twenty-seven (29) permanent full-time, permanent part-time, and temporary staff. Another twenty-two (22) casuals have been placed as no-hours available. The total number of affected personnel currently sits at approximately fifty-one (51) staff. Programs and services continue to be reviewed as required by Public Health Orders.
- The Cold Lake North Arena was converted into an Alternate Public Health Site; various services are already being delivered at the site.



- Administration has raised concerns in regards to the state of City finances as there will only be a couple million dollars in the bank come to the end of May, 2020, and some financial institutions are not allowing the City to cash in investments (due to the market uncertainties) and/or is significant loss of value of the City. This issue is compounded with the fact that with the I.D. 349 not coming in 2019, we show a ~\$7 million deficit in the 2019 draft financial statements (the financial institutions are raising concerns and this may impact the ability for the City to seek short-term borrowing solutions). Further to this, the City has lost over 40 million of its debt limit due to actions of the province.

The Government of Canada (4 Wing Cold Lake and PSPC) is also over \$22 million in arrears with the City of Cold Lake relating to unpaid municipal property taxes and penalties.

The above is all contributing challenges to provide support mechanisms to the community (including residents and businesses).

At this time, most of the capital projects have been put on hold.

- Administration is working on plans for contributing to COVID-19 recovery. There are put into two (2) categories:
  - Economic Recovery
  - Corporate Recovery

The mid-sized City's Mayor and CAO's Caucus (specially the CAO's) have developed a working group to assist in developing opportunity's for municipalities.

I have included the General Manager's monthly reports to the Chief Administrative Officer for your perusal. Each of the General Manager's report has various departments and/or discipline updates and/or statistics. If you have any questions, please feel free to ask. It should be noted that in some instances, Administration may have to take the question and follow-up with Council.

#### **Meetings**

Apr. 1	Monthly Executive/Mgmt. Team Mtg. <b>CANC.</b>
Apr. 2	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 2	Caribou Sub-Regional Planning Mtg.



Apr. 2	Mtg. w/ Mr. Konechny of Beantrees
Apr. 2	COVID-19 Council Q and A Opportunity - Teleconference
Apr. 3	Safe & Healthy Communities Committee Mtg. - Teleconference
Apr. 6	Weekly Mgmt. Team Mtg. <b>CANC.</b>
Apr. 6	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 7	Premiers Address to Mayors, Reeves, & CAO's - Skype
Apr. 8	Portage College Dinner with Board & Senior Administration <b>CANC.</b>
Apr. 9	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 9	Mtg. w/ Mid-Size City Managers - Skype
Apr. 9	Mtg. at Beantrees
Apr. 10	<b>STAT HOLIDAY</b>
Apr. 13	<b>STAT HOLIDAY</b>
Apr. 13	Weekly Mgmt. Team Mtg. <b>CANC.</b>
Apr. 14	Regular Council Mtg.
Apr. 16	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 17	<b>VACATION</b>
Apr. 20	Weekly Mgmt. Team Mtg.
Apr. 20	Bi-Wkly. Cold Lake COVID Task Force Mtg. <b>CANC.</b>
Apr. 20	Tentative Conference Call - Minister of Advanced Education
Apr. 20	Discussion Proposed Aircraft Maintenance Program
Apr. 20	Premiers Teleconference Call
Apr. 21	Corporate Priorities Committee Mtg. <b>CANC.</b>
Apr. 22	Cold Lake (COVID-19) Council Question and Answer Period
Apr. 23	<b>VACATION</b>
Apr. 23	Bi-Wkly. Cold Lake COVID Task Force Mtg. <b>ABSENT</b>
Apr. 27	Weekly Mgmt. Team Mtg.
Apr. 27	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 27	RUSC Mtg. <b>CANC.</b>
Apr. 28	Aerospace - Briefing on Progress & Discussion RE next steps
Apr. 28	Regular Council Mtg.
Apr. 29	City Hall Safety Mtg. <b>CANC.</b>
Apr. 30	Bi-Wkly. Cold Lake COVID Task Force Mtg. (RCMP, FIRE, EMS, CITY, AHS)
Apr. 30	Mtg. RE Pelican Rock Subdivision
Apr. 30	Mid-Sized City Managers Zoom Mtg.

**Corporate Strategic Initiatives and Communications:**



- Attending regular COVID-19 Task Force teleconferences.
- Attended meetings re: Aerospace Economic Development Opportunity.
- Assisted with COVID-19 response signage and messaging.
- Monitored provincial response to COVID-19 pandemic.
- Designed, installed CCTV messaging at Energy Centre, FCSS, etc.
- Liaising with Infrastructure services re: alternate Public Works Week program delivery.

**Other Activities:**

- Daily responses to general inquiries and requests
- Arrange media interviews and photo ops
- General advertising and public notices for all City departments
- Attend meetings as required
- Media monitoring
- Updating website
- Posting to social media

**Background:**

**Alternatives:**

**Recommended Action:**

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**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer